



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF ELECTRICAL EXAMINERS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
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EMAIL: customerservice.dpr@state.de.us

APPLICATION FOR LICENSURE AS AN APPRENTICE ELECTRICIAN INSTRUCTION SHEET

General Information

To perform electrical services in Delaware, you are required to hold a Delaware professional license as an electrician. Performing “electrical services” or “electrical work” is defined by the Board to mean any activity that is covered by the National Electrical Code (NEC) as adopted by the Delaware State Fire Commission. Examples are provided in Section 1.0 of the Board’s [Rules and Regulations](#). Types of electrician licensure include Master, Master Special, Limited, Limited Special, Journeyman and Apprentice ([24 Del. C. 1408 \(a\)](#)).

Apply for an Apprentice Electrician license if you are currently enrolled in an apprenticeship program approved by the Delaware Board or by the Department of Labor of any state, U.S. territory of the District of Columbia but have not yet completed the educational and/or experience requirement of the program.

- You must enroll in an approved apprenticeship program *even if you hold an Apprentice Electrician license in another jurisdiction*. The Delaware apprenticeship program may credit experience you gained while a licensed apprentice in another jurisdiction toward completion of your Delaware program.
- If you have completed **all** education and experience requirements of an approved apprenticeship program and received your certificate of completion, you may apply for a [Journeyman Electrician](#) or [other type of Electrician](#) license.

Requirements for All Applications

- ☐ Submit completed, signed and notarized [Application for Licensure as an Apprentice Electrician](#).
- ☐ Enclose [processing fee](#) by check or money order made payable to “State of Delaware.” See [Fee Schedule](#).
- ☐ Enclose one of the following documents to verify that you are enrolled in state-approved, *bona fide*, registered apprenticeship program, such as a program approved by approved by the Delaware Board or by the Department of Labor of any state, U.S. territory of the District of Columbia:
 - Letter from a school official or program director, on official letterhead from the school, *stating that you are currently enrolled in an electrical apprenticeship program, or*
 - Apprenticeship enrollment form from the Department of LaborCopies of payment receipts or enrollment applications are not accepted.
- ☐ If you have *ever* held an electrical license in another jurisdiction, arrange for the Board office to receive license verification from each jurisdiction, sent directly from the jurisdiction to the Board office.
- ☐ If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).
 - *The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants:* Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.



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IDENTIFYING AND CONTACT INFORMATION – All applicants complete this section.

1. Name: _____
Last First Middle
2. Other Names Used: _____
3. Date of Birth (month/day/year): _____ Gender: Male ☐ Female ☐
4. Have you been issued a U.S. Social Security Number? Yes ☐ No ☐ If yes, enter your SSN: _____
If no, you must file a [Request for Exemption from Social Security Number Requirement](#).
5. Mailing Address: _____
Street

City State Zip code
6. Phone: _____ Email: _____
Home Work

APPRENTICESHIP AND LICENSURE – All applicants complete this section.

7. Are you currently *enrolled* in a registered apprenticeship program? Yes ☐ No ☐ **If yes, enclose either a letter from a school official or program director (on official letterhead from the school) or an apprenticeship enrollment form from the Department of Labor.**
8. Are you under 18 years old? Yes ☐ No ☐ **If yes, complete the following information:**
Are you enrolled in a vocational program at a vocational school? Yes ☐ No ☐ If yes, enter:
Vocational School: _____ When Admitted: _____
9. Have you **ever** held an electrical license of any type in any jurisdiction? Yes ☐ No ☐ If yes, give the following about each license you have ever held.

JURISDICTION	TYPE OF LICENSE	LICENSE NUMBER	LICENSE STATUS
	<input type="checkbox"/> State, U.S. territory, D.C. <input type="checkbox"/> City or County <input type="checkbox"/> Other		Yes <input type="checkbox"/> No <input type="checkbox"/>
	<input type="checkbox"/> State, U.S. territory, D.C. <input type="checkbox"/> City or County <input type="checkbox"/> Other		Yes <input type="checkbox"/> No <input type="checkbox"/>
	<input type="checkbox"/> State, U.S. territory, D.C. <input type="checkbox"/> City or County <input type="checkbox"/> Other		Yes <input type="checkbox"/> No <input type="checkbox"/>

Arrange for the Board office to receive a license verification sent *directly* to the Board office from *each* jurisdiction listed above.

EMPLOYMENT AND SUPERVISION – All applicants complete this section.

10. Enter the following information about your current employment.

CURRENT EMPLOYMENT			
Employer Name: _____			
Employer Address: _____			
Street			
_____	_____	_____	_____
City	State	Zip	
Supervisor: _____		License No: _____	
Your Job Title: <input type="checkbox"/> Apprentice <input type="checkbox"/> Other: _____			
Date of Employment: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			
Description of Duties: _____			

11. Do you understand that you are **not** permitted to perform electrical work without direct supervision and that you are **not** permitted to call for an inspection? Yes ☐ No ☐

DISCLOSURES - All applicants complete this section.

12. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction? Yes ☐ No ☐ **If yes, submit a certified copy of your criminal history record from any jurisdiction in which you have been convicted or pardoned. For information on obtaining a Delaware criminal history record, see [State Bureau of Identification](#).**

13. Are criminal charges against you pending in any jurisdiction? Yes ☐ No ☐ **If yes, submit a letter explaining fully. Include copies of all appropriate records.**

14. Have you received any administrative penalties (disciplines) in connection with your practice as an electrician such as fines, formal reprimands, license suspension or revocation (except for non-payment of fees), probation, limitations, **or** have you been a party to a "consent agreement" containing conditions placed by a Board on your professional conduct and practice including any voluntary surrender of a license? Yes ☐ No ☐ **If yes, provide documentation of the action.**

15. Do you have any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you have previously been or are currently licensed or registered? Yes ☐ No ☐ **If yes, provide documentation of the proceeding or complaint.**

16. Do you have any impairment related to drugs or alcohol that would limit your ability to act as an electrician in a manner consistent with the safety of the public? Yes ☐ No ☐

DUTY TO REPORT

20. Do you understand that owners, operators, managers and supervisors of an electrical business have a mandatory duty to file a written report with the Board of Electrical Examiners within 10 days of learning that a person working for or under his/her supervision is performing electrical work without the proper license? Yes ☐ No ☐

21. Do you understand that an owner, operator, manager or supervisor of an electrical business must check to assure that all employees and independent contractors are properly licensed before allowing them to perform electrical work? Yes ☐ No ☐

To assure consideration of your license application at the next Board meeting, the Board office must receive all of these items no later than 4:30 PM ten full working days before the Board's meeting date:

- Completed, signed and notarized application form
- Fee payment
- All required supporting documentation.

Applications that are not complete within six months of filing may be considered abandoned and discarded. When your application is complete, please allow 4-8 weeks to receive your license.

AFFIDAVIT

I hereby swear or affirm that the information contained in this application is correct and I understand that any intentionally fraudulent information will be reported to the Attorney General.

APPLICANT SIGNATURE: _____ Date: _____

County of _____ State of _____

Sworn or affirmed before me a Notary Public this _____ day of _____, 2_____.

Notary Signature: _____

SEAL

My commission expires on _____.

APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE REQUIRED FEE WILL BE REJECTED.